



JOB DESCRIPTION

Title: **ASSISTANT GREENS SUPERINTENDENT**
Department: Parks/Recreation
Class Code: 7150
FLSA Status: Non-Exempt
Effective Date: July 1, 1985 (Rev. 07/02)
Grade Number: 16

GENERAL PURPOSE

Under the direction of the Greens Superintendent, assists in providing maintenance of municipal golf course, including following schedules for turf management, upkeep and repair on mechanical equipment, training grounds keepers, and performing lead person duties over grounds keepers and seasonal positions; able to take over the responsibility of maintaining the golf course and directing the employees in the absence of the superintendent.

EXAMPLE OF DUTIES

- *-- Operates hand and power mowers in cutting greens, fairways, etc., operates aerifier as required, operates cup cutter to change the cup location on a green.
- *-- Responsible for repair of broken water lines or valves, and replacing and/or installation of pipe for water systems.
- *-- Understands pumping system, is able to diagnose problems and recommend solutions.
- *-- Performs repairs and maintenance on assigned vehicles and equipment. Checks fluid levels of all vehicles and equipment in use, and trains workers in the proper operation and maintenance of equipment.
- Drives, trims, fertilizes, sprays and cultivates shrubs, trees, and flowers; and performs general grounds maintenance work during periods when the course is closed.
- *-- Acts as lead person and assigns work to seasonal and full-time employees.
- *-- Ensures supplies and materials are available and reports inventory to Greens Superintendent.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school or equivalent plus three (3) years experience in the maintenance of a golf course, vehicles and equipment.

Special Requirements

- Must possess a valid Utah Driver License and noncommercial pesticide applicators certificate.

Necessary Knowledge, Skills and Abilities

- Working knowledge of planting and maintaining golf course greens; working knowledge of water schedules and fertilizer mixtures.
- Working knowledge of maintenance of vehicles and equipment.
- Working knowledge of basic electricity and irrigation watering systems, including automatic valves, pumps, and control of systems.
- Ability to operate COPS Universal Irrigation Computer System to include writing and operating different watering schedule programs.
- Ability to plan, lay out, direct and take an active part in golf course construction and maintenance; ability to schedule maintenance of vehicles and equipment.
- Skill in the use of a wide variety of equipment repair tools; skill in performing work requiring moderate physical stamina and working outdoors in a variety of weather conditions.
- Ability to work with a minimum of supervision and understand and follow general work instructions; ability to communicate effectively both verbally and in writing.
- Ability to maintain good employee and public relations.

TOOLS & EQUIPMENT USED

- Knowledge of the use of turf and landscaping equipment including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers and irrigation systems; motor vehicle, phone; copy and fax machine; personal computer including word processing and database software; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.